

FBIS-1537-86 A

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Accessioning of FBIS Daily Reports to the National Archives and Records Administration (NARA) - Silver Original Microfiche

FROM:
FBIS/RMO
Room 212, Key Building

EXTENSION

NO.

DATE

12 August 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/AG

8/18

mw

AMENDMENT - Item 21f(1)

REF: FBIS-1537-86

2.

3. C/RS/AG

14 Aug 86

15 Aug 86

mgh

NARA has requested that in addition to the Daily Reports, bound volumes, dated 1941-1954 that the silver original microfiche dated 1979-1983 be included in the initial transfer and that both bound volumes and silver originals be transferred thereafter in 5-year blocks every 5th year. The diazo copy would remain in the Agency Archives and Records Center for 30 years and then be destroyed.

4.

5. C/OPS

14/8

B

Please indicate your concurrence in the revised disposition instructions, attached, by signing this R&R Sheet.

6.

7. C/DRD/OPS

20 AUG 1986

8.

9. FBIS/RMO
Room 212, Key

8/21/86

8/21

Jc

cc: IRO/DS&A

Attn:

- 1 - Disposition Instr.
- 2 - Reference

Distribution:

0 - IRMD/OIS

1 - C/AG

1 - C/RS/AG

1 - C/OPS

1 - C/DRD/OPS

1 - FBIS/RMO ✓

1 - FBIS/REG (w/FBIS-1537-86)

FBIS/AS/RB

(12 Aug 86)

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Accessioning of FBIS Daily Reports and JPRS Reports to the National Archives and Records Administration (NARA)

FROM:

FBIS/RMO
Room 212, Key Building

EXTENSION

NO.

FBIS-1537-86

DATE

1 August 1986

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. 12/AG

4 Aug

R

A copy of this memo will be provided each concurring office when all signatures have been obtained.

2.

3.

C/RS/AG

4 Aug

4 Aug

MGT

4.

5.

C/OPS

B. B. B.

B

B

6.

7.

C/DRD/OPS

C. C. C.

C

8.

9.

C/PROD

C. C. C.

C

10.

11.

C/JPRS/PROD

J. J. J.

6 Aug 86

12.

13.

FBIS/RMO
Room 212, Key Bldg.

8/7/86

8/12/86

J

14.

15.

C/IRND/OIS

Attn:

Room 1236, Ames

FORM 1-79

610

USE PREVIOUS EDITIONS

ADMINISTRATIVE INTERNAL USE ONLY

STAT

FBIS-1537-86

1 August 1986

MEMORANDUM FOR: Chief, Information Resources Management Division, OIS

ATTENTION :

FROM :

Records Management Officer, FBIS

SUBJECT :

Accessioning of FBIS Daily Reports and JPRS
Reports to the National Archives and Records
Administration (NARA)

STAT

1. This memorandum confirms the telephone conversation between [redacted] of your office and the undersigned regarding accessioning of FBIS Daily Reports and JPRS Reports to NARA (items 21f(1) and 33a of the proposed DS&T Records Control Schedule).

STAT

2. FBIS has agreed to the accessioning of FBIS Daily Reports and JPRS Reports to NARA. The initial transfer is to be bound volumes of FBIS Daily Reports dated 1941-1954 and silver microfiche copies of JPRS Reports dated 1956-1976. Thereafter, 5-year increments of both reports will be offered to NARA every 5th year.

3. The proposed DS&T Records Control Schedule, items 21f(1) and 33a, will be changed to reflect the new disposition instructions (see attachment).

STAT

Att

cc: IRO/DS&T, w/att

CONCUR:

STAT

4/ Aug 86
Date

Date

5 Oct 1986
Date

ADMINISTRATIVE INTERNAL USE ONLY

SUBJECT: Accessioning of FBIS Daily Reports and JPRS
Reports to the National Archives and Records
Administration (NARA)

CONCUR:

STAT


5 Aug 86
Date

8/1/86
Date

6 AUG 86
Date

Distribution:

- 0 - Adse
- 1 - C/AG
- 1 - AG/RS
- 1 - C/OPS
- 1 - C/DRD/OPS
- 1 - C/PROD
- 1 - C/JPRS/PROD
- 1 - FBIS/RMO ✓
- 1 - FBIS/REG

FBIS/AS/RB 
(12 Aug 86)

STAT

ADMINISTRATIVE INTERNAL USE ONLY

ADMINISTRATIVE INTERNAL USE ONLY

Daily Reports

21f(1) Record copy. (1941 to present)
(1948-1978 volumes are bound
paper; 1979 to present are
microfiche.) (1941-1965 volumes
have been transferred to AARC.)
(Initial transfer to NARA 1941-
1954 bound volumes and 1979-1983
silver originals.)

PERMANENT. Hold 1966-1978 volumes in current
files are for 20 years, then transfer to AARC.
Microfiche 1979 to present reports upon publi-
cation, verify as an acceptable substitute
based on FPMR 101-11.5, then transfer silver
original and 1 diazo copy of microfiche to AARC.
Offer bound volumes to NARA when latest record
is 30-years old. Include in initial offer to
NARA first 5-year block of silver original
microfiche. Offer both bound volumes and silver
original microfiche in 5-year blocks after initial
shipment. First group would include 1941-1954
bound volumes and 1979-1983 silver originals.
Bound volumes 1955-1959 and silver originals
1984-1988 would be offered in 1991. Hold diazo
copy in AARC until 30-years old, then destroy.

JPRS Reports

33a Record copy of published
translations. (1956 to
present.) (Initial transfer
to NARA 1956-1976.)

PERMANENT. Microfiche upon publication of
each document. Verify microfiche as an
acceptable substitute based on FPMR 101-11.5.
Transfer silver original and 1 diazo copy of
microfiche to AARC. Hold 1 microfiche copy
for reference, then destroy. Offer silver
original copy to NARA when latest record is
10-years old. Offer in 5-year blocks after
initial shipment. First group would include
1956-1976, 1977-1981 would be offered in 1992.
Hold diazo copy in AARC until 20-years old,
then destroy.

ADMINISTRATIVE INTERNAL USE ONLY

FBIS-1507/86
11 June 1986

MEMORANDUM FOR: See Distribution

FROM:


Records Management Officer, FBIS

STAT

SUBJECT: Accessioning of FBIS Daily Reports and JPRS Reports to
the National Archives and Records Administration (NARA)


1. Mr. Tagge, NARA, has proposed that FBIS begin accessioning FBIS Daily Reports and JPRS Reports to NARA. The initial transfer would be the bound books of FBIS Daily Reports dated 1948-1978 and the silver microfiche copies of JPRS Reports dated 1956-1978. Thereafter, 5-year increments would be transferred every 5th year; i.e., the next transfer would be made in 1991 of reports dated 1979-1983. The proposed DS&T Records Control Schedule would be amended to reflect the schedule of transfer.

2. There would be no access procedure change for JPRS Reports since the Agency Archives and Records Center would continue to retain the diazo copy of these reports. The Daily Reports would be available for loan requested through the FBIS/RMO. A one-to two-day time frame has been quoted for receipt of reports requested from NARA.

3. If transferring the reports dated through 1978 is not a possibility for one or both reports, is there another cut-off point for transfer that would be acceptable?

4. Please consider the feasibility of this proposal and provide your concurrence/comments to the undersigned by 24 June 1986.

STAT


Concur in transfer of JPRS & Daily Reports through 1978 to NARA:

Date

Comments:

Distribution:

- 1 - C/AG
- 1 - C/OPS
- 1 - C/PROD
- 1 - Routed C/E&PS, DD/FBIS, D/FBIS
C/LRB
- 1 - FBIS/REG
- ✓ 1 - FBIS/RMO